2. HUD Monthly Computer Matching of SS and SSI Data

TASS provides benefit information for all tenants receiving SS/SSI benefits four months prior to the re-certification (re-examination) due date for the household. Program administrators access this information through the TASS website in the form of Benefit Reports and use it at the time of re-certification.

This Chapter describes the monthly SS/SSI computer matching process carried out by HUD and the program administrators' responsibilities for submitting the tenant data required to initiate the process.

A. Description of Monthly Computer Matching Process

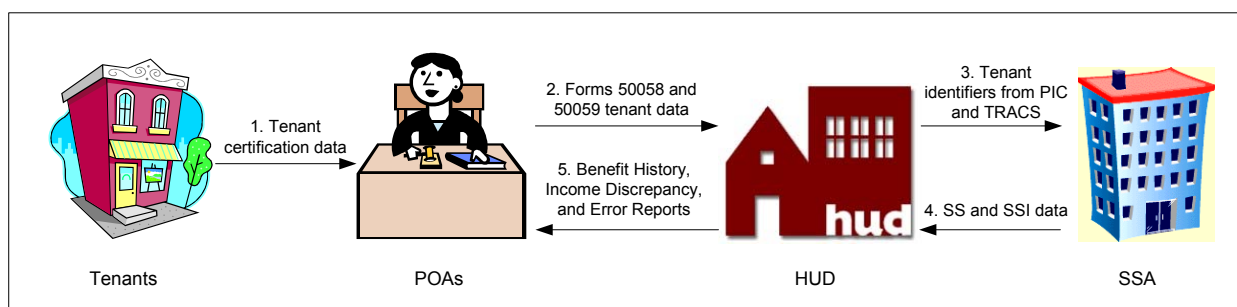The monthly SS/SSI computer matching process is depicted in Figure 1 below.

Figure 1. Monthly SS/SSI Matching Process

The following steps are carried out to complete the monthly computer matching of SS/SSI tenant data:

1. The tenant provides income information to the POA at the time of certification or re-certification.

2. The POA completes the appropriate HUD Form and transmits this information electronically to HUD.

    a. **PHAs**: PHAs complete and submit the HUD Form 50058. The Form 50058 data are stored in HUD's Public Housing Information Center (PIC) formerly the Multifamily Tenant Characteristics System (MTCS).

    b. **O/As**: O/As complete and submit HUD Form 50059. The Form 50059 data are stored in HUD's Tenant Rental Assistance Certification System (TRACS).

3. Each month, TASS extracts tenant identifiers (Name, Social Security Number (SSN), and Date of Birth) from PIC and TRACS for households with re-certifications due in four (4) months and sends them electronically to SSA. The criteria used for selecting the tenant records are as follows:

a. **For PHAs**: For PIC data, the extracted records are selected based on the "Projected Effective Date of Next Re-examination" (2i on the Form HUD 50058), "if other than 12 months from Effective Date of Action" (2b on the Form HUD 50058), or "the Date of Admission to Program" (2h on the Form HUD-50058). If the PIC data shows an interim re-certification date as the latest transaction date, then an SS/SSI verification report will be generated based on the admission month (2h on the Form HUD 50058). This criterion is used because the annual re-certification frequently coincides with the admission month. When this is not true, PHAs will receive reports for tenants' not due for re-certification. These SS/SSI reports should be filed for later use when the re-certification date arrives.

b. **For O/As**: For TRACS data, the extracted records are selected based on the next scheduled re-certification date.

4. SSA sends SS/SSI data to HUD TASS electronically. The SS/SSI benefit data is provided only for those individuals with matching personal identifiers and who receive SS/SSI benefits. SSA identifies the tenant records for which it was unable to validate the tenant data or provide SS/SSI benefit information and indicates the reasons.

5. After validating the SS/SSI tenant data, TASS:

a. Matches the SS/SSI data with the tenant-reported data in the HUD databases and generates the **Benefit History Reports**. The Benefit History Report shows the current level of benefits and a history (up to the last 8 changes) of SS/SSI benefits for each family member for whom SSA provided information.

b. Identifies households with a substantial discrepancy between the SSA-reported income and the tenant-reported income and generates the **Income Discrepancy Reports**. (The threshold is currently $50 per household per month.) The Income Discrepancy Report shows SS and SSI information for each family member with potential amounts of unreported or underreported income.

c. Determines which tenants are not included on a Benefit History report and generates the **Error Reports** for these tenants. The Error Report provides information on tenants for whom SSA was unable to provide benefit information and the reason for the missing information. The reasons including the following:

   i. The tenant's SSN does not appear on SSA records

   ii. The tenant's SSN could not be verified—the SSN/date of birth/surname combination does not match SSA records.

   iii. The tenant's SSN was verified but the tenant does not currently receive benefits and has never received benefits in the past.

HUD makes the tenant Benefit History, Income Discrepancy, and Error Reports available on the TASS Online Secure Systems for POAs to use during annual tenant re-certifications.

Steps 3 to 5 represent the monthly computer matching conducted by HUD in conjunction with SSA.

Note
HUD receives SS and SSI data on a monthly basis from SSA via a batch-processing mode. HUD does not have query access to SSA's databases; therefore, a program administrator or HUD cannot perform ad hoc queries of SSA data for individual tenant SS and SSI benefit information.

B. Program Administrators' Responsibilities for Submitting Tenant Data to PIC and TRACS

The tenant data that is provided by HUD's program administrators and maintained in HUD's system is integral to the computer matching process. To facilitate effective SS/SSI income matching, program administrators must submit complete, accurate, and timely data regarding tenants. This data includes:

- Last names;
- Social Security Numbers;
- Dates of birth;
- Income by category; and
- Examination or re-certification dates.

SS/SSI data will not be provided to a program administrator if the PIC or TRACS data does not include tenant data or if the tenant data elements listed above are incomplete or inaccurate. The timely submission of transactions indicating the end of an individual's participation in a HUD rental assistance program is also critical to preventing the generation of unnecessary SS and SSI reports.

Program administrators who have any questions regarding PIC or TRACS submissions should call the following numbers:

- For Form HUD-50058, call the PIC Hotline at 1-800-955-2232.
- For Form HUD-50059, call the TRACS Hotline at 1-800-767-7588.